

Meeting Date: 1/13/09

Santa Clara



# AGENDA REPORT

City of Santa Clara, California

Agenda Item # 7A-1



**DATE:** December 31, 2008

**TO:** City Manager for Council Action

**FROM:** Director of Streets & Automotive Services

**SUBJECT:** Request for Vacation Accrual Over the Maximum Hours Allowed for Lorenzo Villegas, Automotive Foreman

## EXECUTIVE SUMMARY:

Lorenzo Villegas will be over-accruing earned vacation time by approximately 14 hours at the end of the pay period of December 28, 2008 through January 10, 2009. Mr. Villegas requests that he be allowed to accrue over the maximum vacation hours without penalty through February 2009 as he will be taking an additional vacation before March 1, 2009.

## ADVANTAGES AND DISADVANTAGES OF ISSUE:

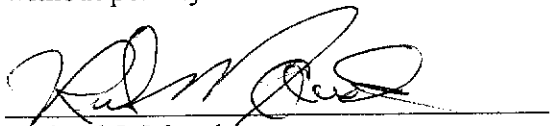
Approval would allow City employee to use all of his accrued vacation time. There are no known disadvantages.


## ECONOMIC/FISCAL IMPACT:

There is no additional cost to the City other than staff time and expense.

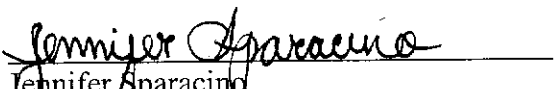
## RECOMMENDATION:

That the Council approve the request to allow Lorenzo Villegas to accrue over the maximum vacation hours without penalty.

  
Richard J. Mauck  
Director of Streets & Automotive Services

  
Alan Christenson  
Acting Director of Human Resources

APPROVED:

  
Jennifer Sparacino  
City Manager